



4.28	Ref 12.1.1: (See Item 12.1.1 below)	
4.29	Ref 12.1.2: (See Item 12.1.2 below)	
4.30	Ref 12.2.1: (See Item 12.2 below)	
5	<u>Treasurer's Report</u>	
5.1	PB reported that a balance of £17,863.57 is in the DWA account. Unrestricted Funds: £ 13,596.97 Restricted Funds: £ 266.60 Places Called Home; for Dallas Dhu Ramp project. £ 4,000.00 Money for Moray; for Dallas Dhu Ramp project.	
5.2	Significant Income: £ Nil	
5.3	Significant Expenditure: £ Nil	
5.4	Anticipated Income: £ Nil	
5.5	Anticipated Expenditure (from DWA funds): £ Nil	
5.6	Anticipated Expenditure (covered by external funding): £ Nil	
5.7	Donations via the GiveWP-Stripe process since last meeting: £ Nil	
6	<u>Correspondences</u>	
6.1	<b>To the Secretary</b> (Nothing to report)	
6.2	<b>Other Correspondence</b> (Nothing to report)	
7	<u>Dava Way Path Works and Equipment Maintenance</u>	
7.1	<b>Unplanned Work Since Last Meeting</b> MC reported assistance from Kenny McGougan, who removed a windblown tree that had fallen across the Dava Way in the cutting north of the Dullicht Bridge.	
7.2	<b>Planned Work Since Last Meeting</b>	
7.2.1	Ref 7.3.1a: PM reported that the following works were carried out at the work party held on 09/03/24: Woodside 'Muddy Puddles' <ul style="list-style-type: none"> <li>• Installed two culverts.</li> <li>• Improved drainage ditch to stop water runoff crossing the path.</li> <li>• Laid and compacted 1.8 tonnes of quarry material to raise the path level through the flooded section that was previously drained at the February work party.</li> </ul> Bantrach to Grantown-On-Spey <ul style="list-style-type: none"> <li>• Cut back encroaching undergrowth and trees; last chance prior to the start of the nesting season.</li> <li>• Removed windblown/hung-up trees.</li> <li>• Checked gate padlocks for ease of operation and lubricated as required.</li> </ul> Action closed.	
7.2.2	Ref 7.3.1b: MC reported that he notified the appropriate estate managers about the works to be carried out. Action closed.	

7.3	<b>Priorities for Next Work Party and Mini Work Parties</b>	
7.3.1	PM will decide on appropriate tasks and make the necessary arrangements for the next work party, scheduled for 13/04/2024. MC will notify the relevant estate manager(s) of the works to be carried out.	PM MC
7.3.2	Ref 7.3.2: Action held over. PM or NS will treat the oak benches with teak oil when possible.	PM/NS
7.3.3	Ref 7.3.3: Action held over. NS will inspect the damage to the nose of the Dragoon sculpture and see what can be done to repair it.	NS
7.3.4	Ref 7.3.4: Action held over. MC will liaise with Scottish Gas Networks (SGN) representatives and notify the relevant estate manager(s) about the works to be carried out at the SGN-DWA <a href="#">Community Action Programme</a> work party scheduled for May.	MC
7.4	<b>Signage</b>	
7.4.1	Ref 7.4.1: Action held over. PB will tabulate a bill of materials and obtain a total cost for fixing waymarker signs to lamp posts and street signs, to replace the wooden waymarker posts between the Tolbooth and Mannachie Avenue.	PB
7.4.2	Ref 7.4.2: Action held over. NS will manufacture qty 4 new information board frames to replace ones identified as being beyond repair. NS reported that the next information board frame to be replaced will be the one located between the Divie Viaduct and the Bantrach Cutting.	NS
7.4.3	Ref 7.4.3: Action held over. NS will repair the information board from adjacent to the Dallas Dhu Ramp the board and reinstall it at a future mini work party.	NS
7.4.4	Ref 7.4.4: Action held over. PM will liaise with Richard Ogilvy and monitor progress with the manufacture of a fingerpost to replace the one adjacent to the Rafford Bridge.	PM
7.4.5	PM noted that he has received reports that a route disc is missing from the waymarker at the top of the ramp adjacent to the Dullicht Bridge and a waymarker on the Dava Bypass is rotted at its base and requires replacement. PM has added these tasks to the DWA list of works.	
7.5	<b>Tooling and Equipment</b>	
7.5.1	Ref 7.5.1: Action held over. MC and NS will submit an application for <a href="#">RadioBeam People and Bicycle Counter</a> (RBBP) funding to the <a href="#">Berry Burn Community Fund</a> . MC reported that he will draw up the budget forecast before he and NS apply for funding. See Item 10.1.3 below.	MC/NS
7.5.2	Ref 7.5.2: Action held over. NS will see if he can identify what is causing the malfunction of the Dallas Dhu counter. If the device cannot be repaired, NS will remove counter and pressure pad and return them to Ian Douglas.	NS
7.5.3	Following on from an informal discussion during the recent work party, TT proposed that planning for the future purchase of a <a href="#">compact tractor</a> should be initiated. A compact tractor, with its various implements, would increase mechanisation, carrying out many of the back breaking tasks that are currently completed using hand tools; a front loader with 4:1 bucket could be used for handling materials and grubbing out gorse/broom tap roots, a <a href="#">box levelling grader</a> to scrape accumulated mud from the path/tracked bed surface, a <a href="#">side-arm mounted flail</a> , with <a href="#">driver protective cage</a> installed, to cut back encroaching gorse/broom and mow path verges, and a <a href="#">backhoe</a> to enable ditches to be cleared while minimising the damage to the path surface that usually occurs when using tracked mini-diggers. TT's wife, Kate, fully supports his purchasing a compact tractor as her 'retirement gift' to him, but certain things need to be in place before the	

	<p>purchase can proceed:</p> <p><b>Storage</b> – TT does not have space to store the tractor and its implements. An ISO container, like the one currently used to store the DWA tools and equipment, may provide suitable storage for the tractor and implements but its suitability will need to be confirmed. If the individual implements are palletised they can be moved in/out of the container using <a href="#">pallet forks</a>, swapped with the bucket when required.</p> <p><b>Security</b> – A suitable secure location will need to be identified at which to store the two ISO containers for tools/equipment and tractor/implements. The security of the ISO locking mechanisms will need to be improved.</p> <p><b>Usage</b> – There will need to be evidence that the tractor will be fully utilised, as there is not much point in paying out if it will only be used on a handful of work parties each year.</p> <p><b>Transportation</b> – Compact tractors usually have a maximum speed of 15 mph, so a suitable plant trailer will need to be available to transport the tractor, and any implements, to work sites distant from the storage location.</p> <p><b>Insurance and Maintenance</b> – The tractor and implements will need to be insured against theft and maintained in a serviceable condition. If it is to be road legal, the tractor will need to have certain modifications, third party insurance and be licensed for Vehicle Excise Duty annually (currently zero rated). The associated costs will need to be borne by the DWA.</p> <p><b>Training and Certification</b> – The nominated tractor drivers/operators will need to complete appropriate training e.g. <a href="#">Lantra Tractor Driving</a> and <a href="#">Lantra Arm Mounted Cutting Equipment</a>. The associated costs will need to be borne by the DWA.</p> <p><b>Retirement</b> – TT will be retiring at the end of 2025. Proposal to initiate planning for the future purchase of a compact tractor agreed unanimously.</p>	
7.5.3.1	TT will confirm whether a compact tractor will fit in an ISO container.	TT
7.5.3.2	MC will research the approximate cost of purchasing a second ISO container and having it, and the tools/equipment ISO, delivered to site.	MC
7.5.3.3	PB will research potential locations for the siting of two ISO containers.	PB
7.5.3.4	MC will approach Altyre Estate with a tentative proposal to clear the cutting between Rafford Bank and the Squirrel Neuk Bridge, as a long-term task to ensure full utilisation of the tractor.	MC
7.5.3.5	TT will research the local availability and cost of plant trailer hire and compare this against the cost of the DWA owning its own plant trailer.	TT
8	<u>Project Reports</u>	
8.1	<b>DW Information Boards Content Refresh Project</b>	
8.1.1	Ref 8.1.1: Action held over. NT, TH, NS and MC will collaborate on the project to redesign the information boards and add QR codes linking to associated pages on the DWA website.	NT/TH/NS/ MC
8.1.2	TH reported that the draft information board designs have been proofread and all but one (see Item 8.1.2 below) are now ready for sign-off and printing. NT, TH, NS and MC will approve the content for the final board.	NT/TH/NS/ MC
8.1.3	NS reported that the information board frame adjacent to the Dullicht Bridge is of a non-standard design. TH suggested that either the content for that board could be redrafted, or an information board frame of standard design be installed at that location. PB proposed that an information board frame of standard design be installed. Agreed unanimously. NS will manufacture qty 1 new information board frame to the standard design and arrange for its installation adjacent to the Dullicht Bridge.	NS

8.1.4	Ref 8.1.2: NS reported that he has shown the sub-committee an existing board, so they could make an informed decision on which material to use for printing the new boards. They have decided to go with the Foamex plastic option. Action closed.	
8.1.5	NT noted that the term 'dragoon' used in the original text on one of the information boards is incorrect, as a dragoon is a mounted soldier. The term 'musketeer' was rejected due to the 'Three Musketeers' connection. NT proposed the term 'redcoat'. There were concerns that the use of this term may lead to further vandalization of the carved figure, but the proposal was eventually accepted unanimously. NT will amend the term 'dragoon' to read 'redcoat'.	NT
8.2	<b>Dallas Dhu Access Ramp Improvement Project</b>	
8.2.1	Ref 8.2.2: MC reported that he, PB and PM carried out a site survey at the Dallas Dhu Ramp: <ul style="list-style-type: none"> <li>• Confirmed that the existing retaining wall and fencing are sound.</li> <li>• Assessed that it is feasible for the DWA to complete the required ground works themselves.</li> <li>• Identified the best way to improve access at the bottom of the ramp.</li> <li>• Obtained the necessary measurements for a location/site plan with elevations to be drafted by PM.</li> </ul> Action closed.	
8.2.2	Ref 8.2.3: Action held over. MC will write to Historic Environment Scotland to obtain written confirmation that they are the owner of the land within the curtilage of the Dallas Dhu Distillery and seek their written permission to install a drop kerb at the edge of the car park adjacent to the ramp. MC reported that he has written to HES and awaits their response. MC reported that he has also written to Altyre Estate to request their written confirmation that they are the owner of the embankment and their permission for the proposed works.	MC
8.2.3	Ref 8.2.4: Action held over. MC reported that, when the scope of the ramp upgrade works were finalised, he consulted the <a href="#">Duty Planner at Moray Council</a> . Initially, an application for an Informal Determination was submitted to Moray Council, but it was subsequently confirmed that a full Planning Application will need to be submitted. As he has more experience of the planning process, PM will submit a full Planning Application for the ramp works.	PM
8.3	<b>Dava Bypass Project</b>	
8.3.1	Ref 8.3.3: Action held over. PB, PM and TT will walk the proposed route and assess its suitability, probing peat depth and installing route markers to show the residents, estate managers and local authority access officers. PB suggested that the above action would be carried out one evening in the first week of April, weather permitting.	PB/PM/TT
8.3.2	Ref 8.3.4: MC reported that he has provided PB with contact details for the holder of the peat probe. Action closed.	
8.4	<b>Peathillock Cutting Drainage Improvement Project</b> Ref 8.4: Action held over. PB will approach local contractors to discuss what drainage improvements can be made for £5,000.	PB
8.5	<b>Ghost Train Walk 2025 Project</b>	
8.5.1	Ref 8.5.1: Action held over. MC reported that he will produce a road map of milestone tasks leading to the 2025 event.	MC
8.5.2	Ref 8.5.2: Action held over. MC reported that he will contact Karen Cox at OutfitMoray to discuss best practice when approaching potential corporate sponsors.	MC

9	<u>Health and Safety</u>	
9.1	<b>DWA Health and Safety Management Plan</b> As the review of the DWA Health and Safety Management Plan is complete, and the document is reviewed annually prior to the Annual Members Meeting, RR proposed that this item should be removed from the agenda. Agreed unanimously. MC will remove this item from the agenda.	MC
9.2	<b>First Aid Kits</b> The DWA first aid kits are held by MC, PB and PM. The completeness and serviceability of each kit was confirmed.	
9.3	<b>Injury Reports and Incidents</b> (Nothing to report)	
10	<u>Business Planning</u>	
10.1	<b>DWA Strategic Business Planning</b>	
10.1.1	Ref 10.1.1: Action held over. MC queried the reason for redrafting the DWA Strategic Business Plan into the <a href="#">Business Plan</a> format preferred by the National Lottery. TT explained that it was logical at the time the action was tasked, as the National Lottery were <i>the</i> major provider of funding at that time. Since the target of National Lottery funding has shifted to more 'people focused' projects the necessity to redraft the business plan has diminished. MC proposed that he carry out a 'light touch' review of the current business plan and leave it at that. Agreed unanimously. MC will carry out a 'light touch' review of the current DWA Strategic Business Plan.	MC
10.1.2	Ref 10.1.2: Action held over. MC and MS will update the DWA Strategic Business Plan to include a funding strategy for the DW Upgrade Project Plan.	MC/MS
10.1.3	Ref 10.1.3: Action held over. MC will draw up a budget forecast covering the potential projects to be carried out 2024-2025.	MC
10.2	<b>Trustee Membership and Supporter Roles</b> Ref 10.2: Action held over. The DWA Trustees will investigate ways to improve the recruitment and retention of DWA volunteers/members. There was some further discussion of potential options, but no clear way ahead. Options to be discussed further at the next meeting.	All
10.3	<b>Succession Planning</b> (Nothing to report)	
11	<u>Funding</u>	
11.1	<b>Places Called Home</b> Ref 11.1: Action held over. NT will ensure that the DWA comply with the <a href="#">Terms and Conditions</a> of the <a href="#">Places Called Home</a> scheme, as requested in the award email.	NT
11.2	<b>Money for Moray</b> Ref 11.2: Action held over. NT will ensure that the DWA comply with the Terms and Conditions of the <a href="#">Money for Moray</a> scheme, as requested in the award email.	NT
11.3	<b>Other Sources of Funding</b> (Nothing to report)	
12	<u>Social Media and Publicity</u>	
12.1	<b>DWA Website</b>	
12.1.1	Ref 12.1.1: Action held over. TH will add a link and details of the <a href="#">Easyfundraising</a> scheme to the DWA website.	TH
12.1.2	Ref 12.1.2: Action held over. PM will provide TH with photos from the January work party for inclusion in the report on the DWA website.	PM

12.2	<b>DWA Facebook Group</b>	
12.2.1	Ref 12.2: Action held over. PM will research how the DWA Easyfundraising link might be advertised via periodic posts on the DWA Facebook group.	PM
12.2.2	PM reported that the <a href="#">Friends of the Dava Way</a> Facebook group now has 1,604 members.	
12.3	<b>Local, Regional and National Publications</b> (Nothing to report)	
12.4	<b>External Websites and Social Media.</b> (Nothing to report)	
13	<u>AOCB</u>	
13.1	NS noted that in September 2025 it will have been 20 years since the DWA was formed. He asked those present to come up with ideas to celebrate this milestone.	All
13.2	NS noted that Scottish Week will take place 02-09/06/2024. NT will be providing a presentation on the work of the DWA. He stated that the 'Toun Mercat' will take place on 07/06/2024 and it would be nice to have a display manned by a couple of DWA volunteers.	
13.3	NS reported that the DWA has been invited to attend a parliamentary reception, hosted by Paul O'Kane MSP, to celebrate the work of Scotland's voluntary sector. The reception will take place from 6pm – 8pm on Wednesday 17 April 2024 in the Scottish Parliament. The event will showcase SCVO's #EssentialSector campaign which celebrates the work of Scotland's voluntary sector through short films. MS volunteered to attend on behalf of the DWA, if he is in Edinburgh on business that day.	MS
13.4	PM reported that the Girl Guides are hosting a Trefoil Guild meeting at St Johns Church Hall on 25/03/2024 and they have enquired if a member of the DWA would be willing to provide a talk on the work of the association. MC volunteered to provide the talk.	MC
13.5	RR reported that NS has been trained in the use of the spray kit. Spraying will need to be carried out from mid-April onwards. PB noted that the turning circle south of Glaschoil will need to be included in the spraying program for the Lynmore Bypass.	
13.6	RR reported that the fencing at the Mannachie Ramp needs repainting. PM stated that he will add this task to the DWA works plan.	
14	Date of the Next Meeting: 19:00 09/04/24, at Forres Lawn Tennis Club, Albert Street, Forres, Moray, IV36 1PR.	

Meeting Closed: 20:45



Neil Sinclair  
Chairman  
Dava Way Association